

## PRACTICAL EXERCISE 2: ROUTING LISTS

### DTA Users Manual Reference—Chapter 5: Routing Lists

#### 2.1 Exercise Introduction and Purpose

In Practical Exercise 1: Organizations, a default routing list was created when the organization/sub-organization was established. In this practical exercise you will establish an additional routing list for the organizations/sub-organizations of the **509 Bomb Wing** in DTS (Figure PE 2-1).

#### Objectives:

At the end of this Practical Exercise you will be able to:

- Create/Name supplemental routing lists for organizations/sub-organizations.

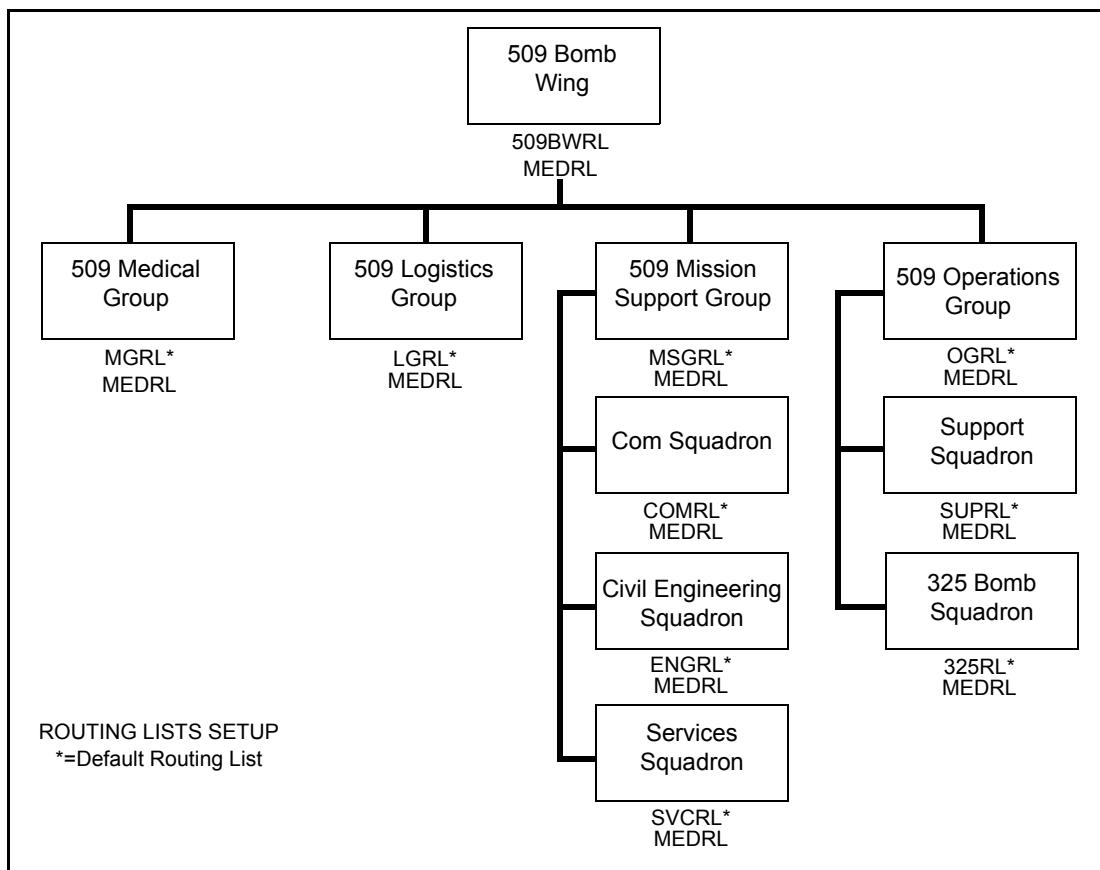


Figure PE 2-1: Routing List Setup for 509 Bomb Wing

## 2.2 Task Overview

This Routing Lists Practical Exercise requires completion of the following tasks:

1. Create a medical Routing List for DFCWTx509BWxx and name it MEDRL.
2. Create a medical Routing List for each of the sub-organizations of DFCWTx509BWxx and name each one MEDRL.
  - a) LG
  - b) MED
  - c) MSG
  - d) MSGCOM
  - e) MSGENG
  - f) MSGSVC
  - g) OG
  - h) OG325
  - i) OGSUP
3. Search and verify routing lists.

## 2.3 Login Procedure

Login to DTS as **LTC Ron Cleaver**, the Lead DTA for the 509 Bomb Wing.

1. Double click on the DTS icon on the desktop.
2. Click **Yes** on the Security Alert window.
3. Click **Accept** on the Privacy and Ethics Policy screen.
4. The Digital Signature Login Prompt box displays.
5. Select the appropriate Ron Cleaver-XX certificate.
6. Type in the password and click **OK**.

### Task 1—Create a medical Routing List for DFCTW509BWXX and name it MEDRL

1. From the private DTS page of LTC Ron Cleaver, select the Administrative menu and click **DTA Maintenance**.
2. A new window opens displaying the DTA Maintenance home page.
3. Select **Routing Lists** from the DTA Tools drop-down list.
4. Click **Create Routing Lists** link from the DTA Toolbar.
5. Type **MEDRL** under the Routing List Name.
6. Select **DFCWTx509BWxx** from the Organization Name pull-down list.
7. Verify default routing list button says NO.
8. Click **Save Routing List**.
9. The Routing List(s) (Search Results) window displays (Figure PE 2-2).

Routing List(s) (Search Results)					
Routing List Name: <b>MEDRL</b>			Organization Name: <b>DFCWTA509BWAU</b>		
Default Routing Lists Only: <b>No</b>			Include Sub-Organizations: <b>No</b>		
Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List	
<input type="checkbox"/>	<b>Update</b>	<b>Copy</b>	<b>Delete</b>	DFCWTA509BWAU	MEDRL
					No

**Figure PE 2-2: Window after Adding Routing List MEDRL to Organization DFCWT509BWAU**

**Task 2 A-D—Create a medical Routing List for each of the sub-organizations of DFCWTx509BWxx by using the Copy feature and name each MEDRL**

1. Click the **Copy** button from the routing list you just created in Task 1.
2. Select the appropriate organization from the pull-down list. Use Table PE 2-1 for the list of organizations.

**Table PE 2-1: Routing List Naming Sequence**

Organization	Routing List Name	Default Routing List
DFCWTx509BWxxLG	MEDRL	No
DFCWTx509BWxxMED	MEDRL	No
DFCWTx509BWxxMSG	MEDRL	No
DFCWTx509BWxxMSGCOM	MEDRL	No
DFCWTx509BWxxMSGENG	MEDRL	No
DFCWTx509BWxxMSGSVC	MEDRL	No
DFCWTx509BWxxOG	MEDRL	No
DFCWTx509BWxxOGSUP	MEDRL	No
DFCWTx509BWxxOG325	MEDRL	No

3. Click **Copy Routing List**.
4. The Routing List(s) (Search Results) window displays the routing list just created.
5. Repeat steps 1-4 until all of the routing lists are created for the organizations listed.

**Task 3—Search for the Routing Lists that you just created.**

1. Click **Search Routing Lists** from the DTA toolbar.
2. Select **Include Sub-Organizations** checkbox.
3. Click **Search**.
4. The Routing List(s) (Search Results) window displays 20 completed routing lists.

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